NEWSWORTHY TRENDS IN GRANTS MANAGEMENT

A Bulletin Board to provide information to applicants and subrecipients of ADE-administered State and Federal Assistance Grants/Projects

April 2004 Update

Annual General Statement of Assurance (GSA) due for Fiscal year 2005

All sub recipients are required to have a current General Statement of Assurance (GSA) on file at the Arizona Department of Education. Completion and submission of the GSA is required to receive assistance funding for fiscal year 2005. Click here for more information

Deadline to Submit Amendments for Projects Ending June 30, 2004

ADE policy requires project amendments to be submitted to ADE at least 90 days prior to the project end date. All Local Educational Agencies (LEAs) needing to submit amendments to projects funded by or through the Arizona Department of Education for projects ending June 30, 2004 must do so by April 2, 2004. Click here for more information

County School Superintendent Indirect Cost Methodology Changes

In a memorandum dated January 26, 2004 to the County School Superintendents it was advised that the proposed methodology change plan regarding transaction counts as opposed to warrant counts has been approved by the United States Department of Education. Click here for more information.

Transfer of Disciplinary Records

In a memorandum dated January 8, 2004 schools were advised that "Student disciplinary records, with respect to suspension and expulsion, shall be transferred when a student seeks, intends to enroll, or enrolls in another public or private school". Click here for more information.

Grants Management Web Site Rank Among the Best

Judges from the 2003 Best of the Web contest have named five K-12 and higher education Web sites among the best in the nation for their innovation, Web-based delivery of services, efficiency, and functionality for improved student, faculty and citizen access. Click here for more information.

Cash Management Changes Effective July 1, 2003

The Arizona Department of Education (ADE) has allowed subrecipients to accumulate up to 4.0% cash on hand, otherwise known as the allowable adjusted cash balance. Effective July 1, 2003 the allowable adjusted cash balance will be 0.0% for all federal projects. All other Cash Management guidelines will remain the same. Click here for more information.

Districts and District Sponsored Charter Schools: Did you remember to budget for the County School Superintendents costs?

When budgeting for indirect cost in the FY2004 On-line or Hardcopy Applications don't forget to include the County School Superintendents (CSS) costs. These costs are calculated by using the CSS approved indirect cost rate. Please use the FY2003 CSS rates as an estimate until the FY2004 rates are finalized and approved. The CSS FY2003 indirect cost rates can be found on the Grants Management Enterprise homepage under 'County School Superintendent's Claims' or click here. If you have any question regarding how to calculate indirect cost, please refer to the memo that was sent out to districts and CSS offices April 2003 that can be found below in the *Change in Policy* section.

Grants Management Workshops

To find out about workshops, please visit the Grants Management Glossary page under the definition for Grants Management Calendar and click on the link that downloads the calendar, or click **here** to go there now. The calendar displays important Grants Mgmt deadlines as well as workshops scheduled statewide.

You MUST be enrolled in a workshop prior to attending. You may enroll online by visiting the Regional Training Centers' (RTC) website at **www.ade.az.gov/rtc**, then click on the region on the map that's in your county or closest to you. On the page that follows you will find contact information and a link labeled 'calendar of events'. Click on the link to find the workshop day that best fits your needs, then use the online enrollment option or call the RTC directly to enroll. There are 4 RTCs statewide available to assist you with a multitude of ADE technical and web-based issues, as well as independent or ADE co-sponsored workshops.

Change in Policy

FY2004 Cash Management Change

Effective July 1, 2003 the allowable adjusted cash balance will be 0.0% for all federal projects. All other Cash Management guidelines will remain the same. Click **here** to read the memo sent out to all subrecipients in June 2003.

County School Superintendents Claim Process

The CSS offices are no longer to submit their claims to the Arizona Department of Education, effective July 1, 2003. Click **here** to be taken to the memo sent out to districts and CSS offices in April 2003.

Helpful Hints

How to view a blank Application

Once you choose an application and click on 'create new' it will direct you to the frames environment where you can begin to fill out the actual application. If you would like to view a blank application in its entirety first you would need to click on the link labeled 'view application' at the top of the left frame. Then, in the right frame a view of a blank application in its entirety will appear. To print just right click in the right frame and choose print.

Understanding Cash Management Reporting/Disbursements

Federal grant applications must show only a **first project payment** (according to 30-day needs: requisitions, encumbrances and/or payroll not to exceed a 30-day period) and place the remaining amount in RSP (remaining schedule payment). Then, in the first month that the project has revenue (either through approved local carryover or via payment from the Arizona Department of Education (ADE)), a **cash management report is due**.

The ADE cash management reporting system is a cash advance system. This means the submitted cash management report is used to assess both the project(s) compliance and generate the next disbursement based on the next month's needs (encumbrances) indicated. The submitted report should NOT include encumbrances for the remainder of the month in which you're reporting, because the project would have already received funds to cover that entire month as the prior month's disbursement. Funds will be disbursed as long as no holds exist on the project and the disbursement amount does not exceed the unreleased allocation amount (RSP). The **exception** is during the **last month** of the project, because no payment can be made past the project end date except after approval of a valid completion report. *A report is still due in the last month of the project to assess compliance.*